

2 December 1955

MEMORANDUM FOR: Director of Communications and Deputy Director  
of Personnel (Deputy Director (Support) Members  
of Agency Committee on Manpower)

SUBJECT : Agency Manpower Study - Audit Staff

REFERENCES : a. Memo fr DD/S Members of the Agency Committee on  
Manpower dtd 17 Nov '55 to all DD/S components

b. Memo fr AC/AS dtd 25 Nov '55 to above addressees

c. Memo fr DD/S Members of the Agency Committee on  
Manpower undated, subject: Effect of a Manpower  
Reduction and Adequacy of Current Manpower Authori-  
zation in Light of Requirements.

1. The information requested in reference c. memorandum, paragraph 2,  
is shown below:

	<u>a/</u> <u>Hdq</u>	<u>b/</u> <u>Field</u>	<u>Total</u>
T/O Authorized 21 October 1955			
On Duty Strength:			
31 July 1955			
31 October 1955			

25X9A2

a/ Deputy Director (Support) T/O and ceiling

b/ Deputy Director (Plans) T/O and ceiling but in process  
of being transferred to Deputy Director (Support)

2. Reference b. memorandum explained why specific recommendations  
could not be made to eliminate functions or make procedural changes to  
effect a 10 percent reduction in the present on duty strength of the Audit  
Staff. As indicated in that memorandum, the Audit Staff has never had the  
manpower necessary to adequately meet the responsibilities placed on it by  
R 5-300. A further reduction of 10 percent would only aggravate the situa-  
tion. This matter was discussed at length with Mr. [REDACTED] on 1 Decem-  
ber 1955 following receipt of reference c. memorandum. Based on this discus-  
sion it is suggested, for purposes of your study, that the assumed 10 percent  
reduction be applied arbitrarily across the board to the Audit Staff strength.  
This would mean a reduction of one field and three headquarters auditors of  
junior grade.

25X1A9a

25X1A9a

Acting Chief, Audit Staff